



# Queen Mary's Grammar School



## Job Description and Person Specification

<b>Job Title:</b>	<b>Receptionist / Administrative Assistant to the Sixth Form Term Time only + 1 week</b>
<b>Grade / Salary:</b>	New 2019 NJC Scale Points 11-17 (corresponds to 2018 scale of points 22 to 24)
<b>Hours:</b>	37 hours per week Term Time only plus one week
<p><b>Purpose of Job:</b> To work with the Head of Sixth Form, the Sixth Form Operations Manager and the SLT with strategic leadership for the sixth form in carrying out the day-to-day operation of Years 12 and 13. The role is front-facing and customer service-driven as the first point of contact between the School, Sixth Form students, parents and the wider community. It is intended to include Reception duties, administrative support, coupled with pastoral care and guidance to the young men and women of the sixth form.</p>	
<p><b>Reporting to:</b> Head of Sixth Form</p>	
<p><b>JOB DESCRIPTION</b></p> <p><b>The duties may include any or all of the following:</b></p> <ul style="list-style-type: none"> <li>• Contributing to the overall ethos and high academic achievement of the School;</li> <li>• Promoting a positive working environment within the Sixth Form conducive to the School's high expectations and work ethos;</li> <li>• Establishing a productive working relationship with pupils, acting as a role model and setting high expectations;</li> <li>• Entering and maintaining Sixth Form information on SIMS; CPOMS and BioStore</li> <li>• Overseeing aspects of Private Study and Sixth Form detention, including amendments to timetables</li> <li>• Overseeing attendance, punctuality and signing-in procedures within the Sixth Form and producing appropriate and timely reports using SIMS to inform intervention;</li> <li>• Receive communication from parents and carers via phone, email and in person and direct as appropriate</li> <li>• Collating academic and pastoral transition data for new Year 12 and presenting data to appropriate colleagues for suitable interventions</li> <li>• Act as Point of Contact for the Mercian MAT, including registration and transport</li> <li>• Provide first line of pastoral care in conjunction with the Sixth Form Operations Manager</li> <li>• Take responsibility for the Bateman Room and the Upper Floor of the Collier Centre - appearance, displays etc</li> <li>• Supporting the administration and organisation of Sixth Form-related events such as open evening, parents' evenings, Futures Evening, HE Fair etc.</li> <li>• Assisting with the administration of the UCAS process and the 'Unifrog' programme, including chasing up of errors and non-completion;</li> <li>• Supporting the collection and presentation of Sixth Form work experience information</li> <li>• Assisting with the administration of university admissions tests;</li> <li>• Promoting good pupil behaviour (especially in the Sixth Form Centre), dealing promptly with conflict and incidents in line with the School's policy;</li> <li>• Liaising with teaching and pastoral staff as appropriate;</li> <li>• Taking a role in the promotion of positive student welfare;</li> <li>• Liaising with the Sixth Form pupil leadership team and the prefect group in the effective running of duties and school activities, including administration of the PSLT selection process</li> <li>• Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities;</li> <li>• Taking registration as necessary;</li> <li>• Providing input into sixth form strategy planning, including promotion and advertising of the sixth form;</li> <li>• Being available to support GCSE and A Level results days every August</li> <li>• Working alongside other associate staff in the running of mentoring programmes;</li> <li>• Being aware of, and complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;</li> <li>• Being aware of and supporting diversity and ensuring all pupils have equal access to opportunities to learn and develop;</li> </ul>	

- Participating in training and other learning activities as required;
- Supervising pupils on visits, trips and out of school activities as required;
- Attending and participating in meetings, as required;
- Carrying out any other duties as may reasonably be requested by the Headmaster, other members of the Senior Leadership Team or the Head of Sixth Form.

## **PERSON SPECIFICATION**

### **Preferred skills, personal attributes or experience**

- Good numeracy and literacy: familiarity with ICT and other equipment to support learning;
- Ability to relate well to children and adults;
- Ability to work constructively as part of the teaching team, understanding classroom/pastoral roles and responsibilities and your own position within these.
- Ability to deal with colleagues and pupils in a manner appropriate to each
- Ability to react positively and remain calm under pressure